HAZARD ANALYSIS FOR WORKING IN COMPUTER ROOMS
(8/2005) (CD-doc-627, version 9)
Description of Work: Installation, operation, testing, and repair of computing related equipment.
(Note: This JHA is not meant to be job specific. It is meant to cover common safety elements of
working in computer rooms. A specific job may require an additional HA, verbal or written.
When in doubt, consult your supervisor.)

Step/Phase of Job	Safety Hazard	Precautions/Safety Procedures
Lifting equipment	Potential for back injury	Use proper lifting techniques. Seek assistance from others, use carts or equipment lifts provided in room. (Use Tool Loan Form when applicable).
Moving loads across floor	Possibility of load falling due to rolling over warped or unseated floor tiles or into floor tile cutouts. This could result in injury.	Check stability of load and condition of floor in the path of the move, reseating tiles where necessary. Make sure equipment is secure. Move load slowly. For loads exceeding 300 lbs, it is mandatory that you contact Building Management for assistance.
Inserting or removing computers from racks	Possibility that cabinet may become unstable and tip or fall causing serious injury	Check that the cabinet is steady and that stabilizing feet, if any, are snug to the floor. Do not pull out equipment so as to cause cabinet to tip. Be especially careful pulling out equipment in the higher bay areas of the cabinet. Do not pull out more than one unit at a time.
Working on equipment in racks	Rails become partially disengaged where equipment can fall out causing injury.	First remove the equipment or use an equipment lift for support while repairing. (Use Tool Loan Form when applicable).
Removing/replacing floor tiles	Unmarked open floor areas could result in a person falling into open floor causing injuries.	Encircle open floor tile area with yellow safety cones available at entrance doors. Place safety cones on loose tiles to prevent tripping over them. When floor tiles are replaced, ensure that

		they are fully seated and do not have any edges rising above adjacent tiles. If this is not possible, place safety cones around tile and contact Building Management.
	Lifting floor tiles could cause back injury. Handling floor tiles could cause pinch or cut to hands.	Use floor tile pullers provided at entrance doors. Use standup floor tile pullers whenever possible. For vented floor tiles, use special hook puller and wear gloves when handling these tiles. (Use Tool Loan Form when applicable).
Working underneath floor	Electrical cables could cause electric shock if shielding is broken.	Exercise care so as not to pull on cables which could break shielding
Using plug-in electrically powered tools	Electric shock potential	Use GFCI cord available from Building Management.
Working in aisles	Potential for trip hazard or aisle blockage for emergency exiting	Ensure cables, carts, etc. do not restrict pathways to less than 28". Cables should not be strung across aisles.
Working on robotic equipment or mechanical equipment with moving parts	Injury to hands or other body parts	Follow specific lockout/tagout procedure when applicable. Individuals using lockout/tagout must be trained. Follow vendor safety procedures and specific hazard analysis if it is necessary to troubleshoot equipment that is live.
Combustibles: packing materials and flammables	Potential for fire/eye hazard from debris in areas with high air velocity	Cardboard and packing materials are not allowed in computer rooms. If necessary, contact CD Operations. Although not required, safety glasses are available at the stockroom and can be charged to the division's safety task code. Flammables, such as alcohol, are not permitted except for duration of use.

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(10/2000)

I understand the hazards and required precautionary actions. I will follow the requirements of this hazard analysis or notify my supervisor if I am unable to do so.

Name (Please Print)	ID #	Signature	Date
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